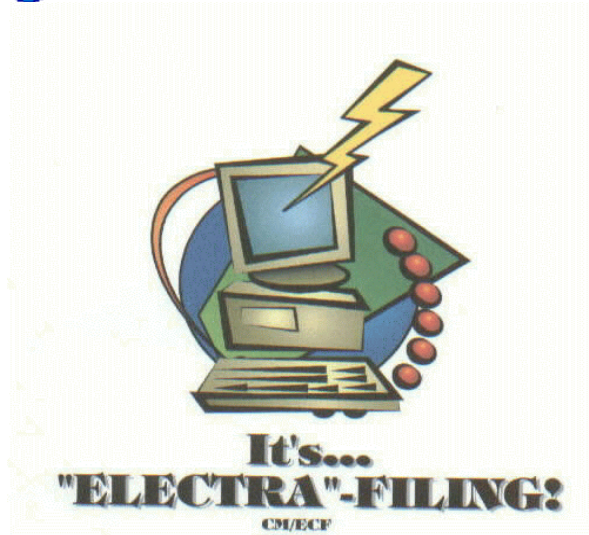


# CNIECF NEWSLETTER



**APRIL 2003**

Welcome to our online world! After years of planning, meeting, charting, writing, testing and revising, electronic filing is now a reality for the Bankruptcy Court and its customers. Our appreciation to everyone who helped!

During the period March 3 through March 27 our attorney user pilot group, which consisted of 23 users, submitted 4,074 transactions of which 833 required fees. The total number of cases filed electronically was 523 which represented approximately 29% of the new case filings for that period. Not a bad start!

Training will be conducted regularly for those external users who are interested. A “Request for Training/Readiness Survey” is available on the Court’s website.

On March 27 the Attorney Pilot Group attended a “debriefing” program. The meeting covered the following topics:

Notice of Endorsement - At this time, any Notice of Endorsement is to be filed within three days. [Re: LR 5005-2(g)(2)]

E-Commerce - No definite date has been established.

Clerk’s Notices of Possible Error/Corrected Entry - At this time the clerk’s office will use “Notice of Adjusted Entry” instead of “Corrected Entry.” These notices are sent when an entry and an image differ; the clerk’s office will consider the information on the image as the correct information and adjust the entry accordingly. If there are instances where the entry is correct and the image is not, the movant should file an amended document.

Browsers – It is important to use the browsers recommended by the Administrative Office for the Court’s ECF system. Using any other browser may decrease the effectiveness of electronic filing. Recommended browsers are:

Netscape Navigator, Version 4.6 or higher

Microsoft Internet Explorer, Version 5.5

(Note: The Court has encountered problems with IE)

Also, it is important to “clear the cache” for web browsers. Cache files are not always automatically deleted and can cause computer lock-ups or unusual behavior. Directions for clearing cache files are as follows:

Netscape - In pull-down menu, click “edit” then “preferences”

Find “advanced” and click +

You will see “cashe, proxies, etc..” click “cache”

“Clear memory cache” and clear disk cache” buttons appear

Click “clear memory chche” and when the “?” appears,  
Click “OK”

Click “clear disk cache” and when the “?” appears, click “OK”

Click “OK” again to close the cache dialog box

Internet Explorer - Click “tools” in pull-down menu

Click “Internet Options”

A dialog with 6 tabs appears, click “general” and “temporary  
Internet files”

Click “delete files” (if “delete all offline content” appears,  
uncheck)

Click “OK”

Click “OK” again

Version 2.2 - Highlights of CM/ECF Version 2.2 are attached.

ECF Contact Information -

Help Desk - 801-450-3443 Monday-Friday 8:00 a.m. - 4:30 p.m.

Glenn Gregorcy - 801-524-6561

Brenda Dowler - 801-524-6635

Michelle Bugni - 801-524-6639

Bill Stillgebauer - 801-524-6565

PACER - 800-676-6856

Jon Igo (Technical) - 801-524-6550

After Hours Systems Problems - 801-231-1263

If there are any system problems experienced, please try to reboot your computer and attempt one or two additional logins. Continuing problems should be reported by calling 524-6550 during business hours or 231-1263 after hours.

**We value your input and would like you to let us know of any changes you think would enhance the ECF program. Please use the attached “CM/ECF Change Request Form.”**

## **CM/ECF Version 2.2**

### **Highlights for External Users**

CM/ECF Version 2.2 was released on April 4, 2003, and will be implemented in the District of Utah in the next few weeks. Here are some of the highlights for Version 2.2:

#### Docketing

- ★ In cases with large dockets, the system would take a considerable amount of time to display the screen with any pending pleadings to which the current docket event was related to. Performance was improved to correct this problem.

#### E-Mail Notification

- ★ The U.S. Trustee was being treated as “bcc” (blind copy) recipient of e-mail notifications and therefore was not listed. The U.S. Trustee will now be shown with other recipients as receiving electronic notification.
- ★ If a user has a CM/ECF default PACER login, they are no longer required to input a PACER login when performing a search. The extra login is not required.

#### Queries/Reports

- ★ Performance has been improved for the Cases Report.
- ★ The Related Transactions found in “query” has been improved to better track related pleadings. Performance has improved for query of larger cases.

#### Miscellaneous

- ★ The CM/ECF user login will now display a warning if a user has another session of CM/ECF running. The warning message will notify the user the account is already logged in and allow the user to continue or cancel. If the user continues to login, the original session will be terminated.
- ★ Server communications performance enhancements have been made. Users should notice more rapid responses for viewing larger sized documents from

PACER.

**United States Bankruptcy Court  
District of Utah  
CM/ECF Change Request Form**

Do you have an idea on how to improve the CM/ECF system? Please share your ideas with us. Complete this form and return it to the Clerk's Office.

Office Contact Name.....

Phone number.....

Email Address.....

Describe the requested change:

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Describe the desired results:

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Describe the current method:

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This change may impact the following: (Check all that apply)

- ☐ Attorneys
- ☐ Trustees
- ☐ Court Clerks
- ☐ Other Groups
- ☐ Procedures: (Please identify which procedures will be affected)

**Please attach any examples of CM/ECF screens or any other visual support.**

**Mail to: US Bankruptcy Court, Attn: Brenda Dowler 350 South Main, Room 309, SLC, UT 84101**  
or email to: [brenda\\_dowler@utb.uscourts.gov](mailto:brenda_dowler@utb.uscourts.gov)

For those of you who are hesitant about electronic filing, please note that it seems to be successful, we're here to help and it's not THAT scary! really,

